

PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on April 17, 2014 at 5:15 p.m. at the Brown County Central Library, 515 Pine Street, Green Bay, WI

PRESENT: KATHY PLETCHER, JOHN VAN DYCK, VICKY VAN VONDEREN, CHRISTOPHER WAGNER and TERRY WATERMOLEN (arrived at 5:25)

EXCUSED: CARLA BUBOLTZ, DON CARMICHAEL, BOB NIELSEN and TIMOTHY NIXON

ALSO PRESENT: Lynn Stainbrook, Kimberly Young, Lori Denault, Curt Beyler and Mary Kaye Martzke (staff)

It was decided to begin the meeting with items that did not require a quorum since only 4 board members were present.

CALL TO ORDER President Kathy Pletcher called the meeting to order at 5:23 p.m.

STRATEGIC PLAN

L. Denault reviewed a new reporting mechanism that is being used by library staff to compile monthly statistics. This will allow for better tracking of attendance at library classes, which is one of the initiatives in the strategic plan

T. Watermolen arrived at 5:25 p.m.

The spreadsheet includes notes and explanations to determine how to classify classes and determine objectives. It was noted that this will be very helpful with future reporting.

CONSENT ITEMS

a. Approve/modify agenda There were no changes to the agenda.

b. Approval of minutes Motion by V. Van Vonderen, seconded by C. Wagner, to approve the March, 2014 minutes. **Motion carried.**

COMMUNICATIONS AND OPEN FORUM FOR THE PUBLIC

No one was present to address the Board.

A letter was received from the Denmark Business Community Association regarding the decrease in branch hours at the Denmark branch library. L. Stainbrook has sent a response stating that the branch hours have changed, but have actually increased. The library is looking at various ways to increase usage of the Denmark Branch. This location has about half the usage of the Wrightstown Branch and both serve approximately the same size communities. V. Van Vonderen asked about publicizing library activities in the Denmark Press and L. Stainbrook said that was currently being worked on.

K. Pletcher introduced Kimberly Young to the Board. Kimberly is the new Deputy Director as of 03/31/14.

LIBRARY BUSINESS

a. Information Services Report J. Van Dyck asked about #2 on the report; regarding SaaS (cloud) pricing. L. Stainbrook explained that overall this would save the county money, but not necessarily the library. The chargebacks are currently based on the number of computers at a location. The library pays a significant amount because of so many public computers as well as staff computers. L. Stainbrook met with the county executive regarding SaaS pricing and is awaiting a response from him. K. Pletcher would like to meet with the new BCTS director regarding this also.

b. Financial Manager's report, bills and donations L. Denault stated that she has been unable to run any financial reports for 2014 as the information is not available from the county. She noted that the entry has been made for the library's carryover funds.

c. Facilities Report C. Beyler went over ongoing and upcoming projects:

Bids are due next week for the Cellcom Children's Edible Garden's colored concrete walkway. This may be installed the first week in May. The rough electric and plumbing are done and the topsoil is tentatively scheduled for April 28.

The Central Library cooling tower pump is installed and electric, controls and pipe are 90% complete. The tower will be lifted into place and connected tomorrow. The anticipated startup for the unit is April 28.

Work on Central's lighting and transfer switch is scheduled to start April 28 and should be done in early June.

Work on the Ashwaubenon permeable parking lot is scheduled to start on May 5 and should be done that week. Family Video has agreed to let library patrons park in their lot during this time.

The library has begun seeking vendors and specifications for a ceiling fan that would address acoustical problems at Weyers-Hilliard. Circuit breaking testing has been done.

Garden funding was also discussed. L. Stainbrook explained that there is still a need for shrubbery and trellises, but she is confident that all the money needed will be raised with donations. 90% of the funds have already been raised and donations are still coming in. There is one more grant out there that might provide funding. The kick-off of the garden is scheduled for Friday, June 13.

NICOLET FEDERATED LIBRARY SYSTEM

a. Monthly update K. Pletcher attended and reported that a presentation was made on a Discovery tool. This software would allow a patron to search through the library's databases as well as other databases. There are 17 library systems in Wisconsin; the Brown County Library belongs to the Nicolet system. Some systems are large, but some are very small. The directors are talking about consolidating systems to become more efficient. She noted that it may take encouragement from the state level to move consolidation forward.

OLD BUSINESS L. Stainbrook reported that Bob Ripley, the Bookmobile Operator, has been hand delivering letters to his Bookmobile stops explaining the changes from his current position to his new position as Outreach Coordinator. One letter has been received from a school to express their disappointment in no future Bookmobile visits, but they understood the reasoning behind it. This summer the bookmobile will be mostly at community events. The vehicle will be evaluated in early fall. B. Ripley has been visiting some nursing homes and child care locations to plan future outreach stops. One criteria being used is whether or not they already have a library. It's felt that the library's name will get more community recognition through outreach.

PERSONNEL

L. Stainbrook completed a screencast last week on the Classification and Compensation Plan at the recommendation of the Works Rules Committee. This was emailed to all staff on Tuesday. Letters have been mailed to employees and follow ups will be scheduled. The Board's Personnel Committee will meet once a month for the duration of this year. If there are any concerns, they will bring them back to the full Board. They would like to put together an overall Human Resources plan. T. Watermolen praised the Work Rules committee and Personnel Committee for the work they have done to make this whole process successful. K. Pletcher has contacted Brent Miller in County Administration to let him know that this process has been completed. She would like to do a presentation to the Ed & Rec committee. J. Van Dyck thought that the library is ahead of other county departments with job descriptions and performance evaluations, mainly because of the Work Rules committee.

PRESIDENT'S REPORT The Personnel Committee discussed that in lieu of a contract the Library Director, who reports to the Library Board, should receive a letter of appointment that includes expectations following the annual performance evaluation. C. Buboltz has a model to follow and will help devise a format that incorporates an expected appointment term. It was agreed that a process should be in place to address any issues that could arise.

DIRECTOR'S REPORT The Personnel Committee suggested requesting funds from the County Executive prior to his budget being prepared. That would allow him to know what the library is looking for. J. Van Dyck stated that presenting additional budget items at the County Board meeting in November is historically not successful. Kimberly Young, the new Deputy Director, has visited nearly all of the library branches and has taken part in several personnel matters. She is getting a good overview of the issues and challenges at Brown County Library. The firm who was awarded the bid for electrical and lighting projects at Central has requested to Public Works that their crew work from 9:00 p.m. to 7:00 a.m. Current library policy does not allow for work crews or staff to be alone in the building after hours for security and safety purposes. Significant portions of High Tech's work will occur in non-public areas. It was agreed that they will work from 6:00 a.m. to 4:30 p.m., Monday through Thursday, with flexibility possible in some scheduling.

CLOSED SESSION PURSUANT TO WIS. STAT. § 19.85(1)(c) There was no need to go into closed session.

ADJOURNMENT

Motion by C. Wagner, seconded by V. Van Vonderen, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 7:05 p.m.

NEXT REGULAR MEETING

May 15, 2014

Central Library

515 Pine Street, downtown Green Bay

5:15 p.m.

Respectfully submitted,
Dr. Christopher Wagner, Library Board Secretary
Sue Lagerman, Recording Secretary